

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND  
INSTRUCTION 11-207**



**9 MAY 2012**

***Flying Operations***

***AFMC CLOSE WATCH  
MISSION MONITORING***

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This instruction implements AFRPD 10-2, *Readiness* and AFRPD 11-2, *Aircrew Operations*. It prescribes fundamental Air Force Materiel Command (AFMC) procedures for AFMC Close Watch (CW) mission monitoring. This instruction applies to any unit flying an AFMC possessed aircraft, regardless of unit affiliation, to include DCMA, as well as all AFMC flying units, Command Posts and Reserve units accomplishing AFMC missions. This publication applies to Air Force Reserve Command (AFRC) units that fly AFMC missions. This publication does not apply to the Air National Guard (ANG) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> See Attachment 1 for a glossary of references and supporting information.

## Chapter 1

### INTRODUCTION

**1.1. General.** This instruction formally establishes AFMC mission monitoring policy for all AFMC flying units accomplishing assigned missions overseas (OCONUS), missions of an unusual nature, and missions involving Distinguished Visitors (DVs).

**1.2. Purpose.** The purpose of this instruction is to provide HQ AFMC Close Watch procedures. These procedures are designed to 1) provide AFMC senior leadership the status of these missions, 2) support units engaged in these missions, and 3) provide processes and procedures to those involved in the mission monitoring function.

**1.3. Terms and Explanations.**

1.3.1. AFMC Close Watch Mission. Defined as an unusual mission, an AFMC OCONUS mission, or when a DV is onboard TT2.

1.3.1.1. Unusual missions are those missions that are designated as unusual or require a waiver, both instances by HQ AFMC/A3. Waivered missions are usually, but not always for a “one-time flight.” See AFI 11-202V1 AFMC Sup 1 for more information about one-time flights and the associated waiver procedures. Use ALC Delivery Procedures as outlined in Chapter 3, regardless of whether the mission is OCONUS or CONUS.

1.3.1.2. OCONUS Missions are missions that may originate from the continental United States (CONUS), but transit or terminate outside of the CONUS.

1.3.1.3. DV Missions are missions where a DV is on board an AFMC possessed aircraft, CONUS or OCONUS.

1.3.2. Global Decision Support System 2 (GDSS2). System primarily used by Air Mobility Command (AMC) Tanker Airlift Control Center (TACC) to maintain C2 of AMC and AMC gained missions. The purpose of adding AFMC OCONUS missions of the DV and Mobility Aircraft Delivery variety to GDSS2 is not for C2. It is to allow AMC visibility of the mission in case the aircraft movement experiences a breakdown enroute to its final destination. This will help AMC to know where possible critical parts need to be sent in order to get the mission moving again.

1.3.3. Flight Monitoring. The function of collecting enroute mission information and providing status of Close Watch missions during execution.

1.3.4. HQ AFMC Operations Duty Officer (ODO). Officer or civilian member of AFMC/A3 with Air Force flight operations experience. A primary and alternate ODO will be assigned each day/non-duty day. The ODO is responsible to follow the progress of on-going Close Watch missions, report progress and/or delays/maintenance problems to AFMC/A3 Director or designated alternate.

**1.4. Mobility Aircraft Delivery Requirements.**

1.4.1. AFMC forces perform a wide variety of missions and operate in all theaters. Missions may include OCONUS test, OCONUS delivery of Programmed Depot Maintenance (PDM), unusual missions, Foreign Military Sales (FMS) aircraft or DV airlift. Having maximum

visibility of all AFMC flights ensures HQ AFMC ability to provide assistance when and where needed.

1.4.1.1. AFMC units flying mobility type aircraft will use GDSS2 to assist in tracking all Close Watch missions to the maximum extent possible. This includes those with DV passengers to allow AMC visibility for unexpected contingency support. By allowing AMC visibility through the GDSS2 system, spare parts or alternate airlift if needed, can be obtained more efficiently.

1.4.1.1.1. TACC/XOCZF: Flight Plans Branch also supports USAFE, PACAF, and other DOD agencies. Aircrews flying AMC gained aircraft 450 NM or greater, that are not flight-managed can expect Computerized Flight Plans (CFPs) 6-8 hours prior to scheduled departure at the en route C2 facility (contact XOCZF for exceptions). XOCZF provides CFPs for both tankers and receivers on air refueling missions, however, AR missions utilizing ALTRVs are normally provided CFPs from 618 TACC/XOOK or unit planners. XOCZF can develop AR flight plans requiring an ALTRV, however a minimum of 48 to 72 hours prior coordination is required. AMCI 11-208, Chapter 6 provides detailed guidance and responsibilities on obtaining flight plan support. TACC/XOCZF can be reached at DSN 779-4977, Comm. (618) 229-4977, FAX: DSN 779-0154, E-mail: [TACC.XOCZF@scott.af.mil](mailto:TACC.XOCZF@scott.af.mil)

1.4.1.2. AFMC units flying mobility type aircraft other than TT2 will utilize TACC capabilities for flight plans and diplomatic clearances.

1.4.1.3. 412th FLTS (TT2) crews normally will utilize organic capabilities for flight plans and diplomatic clearances, but will obtain TACC assistance when necessary.

1.4.1.4. 412th FLTS will provide a fund cite to TACC to enable quick reaction for obtaining parts when TT2 is broken down enroute to its destination.

## **1.5. Fighter Aircraft Delivery Requirements.**

1.5.1. For fighter aircraft OCONUS delivery of PDM or FMS aircraft, crews are required to coordinate with ACC AOS for Coronet mission planning, diplomatic clearances and execution.

1.5.1.1. Instructions for ACC AOS coordination can be found in AFI 11-207, *Combat Aircraft Delivery*.

1.5.2. ACC AOS requires as much advance forecasting of fighter aircraft delivery as possible (30 days minimum notice desired). This enables them to coordinate tankers support for the OCONUS coronets with AMC.

1.5.3. Unusual missions as defined in paragraph [1.3.1.1](#) will be considered Close Watch Mission.

**1.6. Unit Command Post Reporting.** All AFMC Command Posts (CP) to include the AFMC Command Center will maintain the ability to access missions in GDSS2. The purpose is not for C2. C2 can be handled by the AFMC CPs and the AFMC Command Center without this tool. The underlying purpose is to be able to assist AMC in getting spare parts to a broken-down aircraft while enroute to its destination.

1.6.1. Unit CPs with an active AFMC OCONUS flying mission to include a DV mission will submit all morning reports to the AFMC Command Center, via email to [HQAFCM.Command.Center@wpafb.af.mil](mailto:HQAFCM.Command.Center@wpafb.af.mil), by 1200Z daily, utilizing format in Attachment 3. Takeoff and landing reports will be submitted to the AFMC Command Center as the mission dictates; within one hour for DV missions and two hours for all other missions. Note any problems or changes to itinerary.

1.6.1.1. All AFMC Center or Air Base Wing CPs will support all flying units on their base that have an AFMC flying mission, regardless if the flying unit is Active Duty, Guard or Reserve.

## **1.7. AFMC Command Center Reporting.**

1.7.1. AFMC Command Center will forward all takeoff, landing, and status reports for all AFMC possessed aircraft flying missions that go OCONUS to the HQ AFMC ODO.

## **1.8. AFMC ODO Reporting.**

1.8.1. The AFMC ODO, as necessary, will build and submit the AFMC DV Mission slide for the AFMC Commander Staff Meetings to AFMC Presentations at [AFMC.Presentations@wpafb.af.mil](mailto:AFMC.Presentations@wpafb.af.mil) and a copy to the Director of Air, Space and Information Operations (HQ AFMC/A3) at [HQAFCM.A3.EXEC@wpafb.af.mil](mailto:HQAFCM.A3.EXEC@wpafb.af.mil).

1.8.2. The AFMC ODO, as directed by the AFMC/A3 Director, will build and submit a slide depicting OCONUS missions for PDM or FMS deliveries or AFMC test missions to [HQAFCM.A3.EXEC@wpafb.af.mil](mailto:HQAFCM.A3.EXEC@wpafb.af.mil), and will courtesy copy all AFMC Command Posts for C2 visibility.

1.8.3. The AFMC ODO will notify AFMC/A3 Director or designated alternate of takeoffs, landing, changes to planned itinerary or maintenance problems for all OCONUS missions.

1.8.4. The ODO will update the designated AFMC/A4 representative of maintenance problems as soon as practicable.

1.8.5. HQ AFMC/A3OA is responsible for building, distributing to the AFMC Command Center, and executing, the monthly AFMC ODO schedule.

**1.9. Communications Security.** Communications security is a joint responsibility of the aircrew executing the mission and all agencies accessing mission information. All details about DV flights are treated as "FOUO," and only those people with a specific need to know will have access to mission information. Never combine the DV name/title with the mission itinerary on unclassified media. For more detailed information, refer to AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders*.

## Chapter 2

### TEST TANKER II MONITORING

**2.1. General.** This chapter outlines the procedures required for HQs AFMC to monitor TT2 DV missions.

#### **2.2. Mission Planning.**

2.2.1. The 412 FLTS will plan and execute DV missions IAW the Memorandum of Understanding (MOU) between the Air Force Vice Chief of Staff for Airlift Management (AF/CVAM) and the 412th Flight Test Squadron (412 FLTS), dated June 2008, this command instruction and any other pertinent associated directives.

2.2.2. The unit mission planner will notify HQ AFMC/A3O of upcoming planned DV missions by 2200Z, every Thursday. Send notifications to [AFMC.A3O.Workflow@wpafb.af.mil](mailto:AFMC.A3O.Workflow@wpafb.af.mil) or POC provided by AFMC/A3O. Unit planners will also send an electronic copy of the finalized itinerary to [AFMC.A3O.Workflow@wpafb.af.mil](mailto:AFMC.A3O.Workflow@wpafb.af.mil), AFMC/A3O POC and AF/CVAM - Special Air Missions at [af.cvam@pentagon.af.mil](mailto:af.cvam@pentagon.af.mil) no later than three calendar days prior to mission execution. Due to fluidity in customer requests, updates to the initial itinerary will be sent to the above addresses as required.

2.2.3. Unit mission planners will flight plan and release mission data in GDSS2 no later than two days prior to mission execution.

2.2.4. The 412 FLTS is responsible for their own flight plans and diplomatic clearances for all DV missions, but will obtain TACC assistance when necessary.

#### **2.3. Mission Execution.**

2.3.1. The TT2 aircraft commander or a designated representative will report mission status to the 95th ABW CP as soon as feasible after each takeoff or landing. If there will be delays in takeoff or landing, the aircraft commander or a designated representative will notify the 95th ABW CP at the earliest opportunity of reason and new estimated takeoff and/or land time if it is known. Additionally, the aircraft commander will notify the 95th ABW CP at the earliest opportunity of divers or destination changes.

2.3.2. The 95th ABW CP will monitor Tanker II planned itinerary. If the CP has not received a takeoff or land time within one hour of scheduled, they will query as to reason for delay.

2.3.3. The 95th ABW CP will ensure all T/O times, land times, deviations, or re-planning, are updated in GDSS2.

2.3.4. The AFMC Command Center will make verbal contact with either the primary or alternate AFMC ODO and notify of all Test Tanker II DV mission activity received from the 95th ABW CP.

2.3.5. The AFMC Command Center will monitor Test Tanker II mission itineraries (or in progress mission changes) and query the 95th ABW Command Post if required updates are not received within one hour of planned time on most current itinerary.

2.3.6. The AFMC ODO will notify AFMC/A3 Director or designated alternate of takeoffs, landing, changes to planned itinerary or maintenance problems. Additionally, the ODO will update the designated AFMC/A4 representative of maintenance problems as soon as practicable.

2.3.7. The AFMC Command Center when requested by the AFMC ODO, will query GDSS2 for the latest in mission data to support AFMC senior leadership desire for information.

**NOTE:** Any unit (including AFRC units) supporting the AFMC mission from any airfield without a CP presence, will forward all takeoff, landing, and status reports to the next CP in the chain of command. If the next echelon does not have a supporting CP, send the reports directly to the AFMC Command Center. If the mission starts or terminates in an austere location, contact the AFMC Command Center directly via HF/UHF/VHF phone patch. DCMA aircrews will report through their CMO (Contract Management Office) via email to: HQAFMC.Command.Center@wpafb.af.mil

## Chapter 3

### AIR LOGISTIC CENTER (ALC) DELIVERY

**3.1. General.** This chapter outlines the procedures required for HQ AFMC to monitor OCONUS missions flown by all AFMC ALC Programmed Depot Maintenance (PDM) deliveries. This applies to all aircraft possessed by AFMC regardless of aircrew affiliation, to include DCMA.

#### 3.2. Mission Planning.

3.2.1. All AFMC ALC Flight Test Squadrons (FLTSs) will forecast OCONUS PDM deliveries to HQ AFMC/A3O 30 days prior.

3.2.1.1. Mobility Air Forces (MAF) aircraft being delivered will utilize TACC. See paragraphs [1.4.1.1](#) and [1.4.1.2](#)

3.2.1.2. Combat Air Forces (CAF) aircraft, usually fighters only, will utilize the ACC AOS. See paragraphs [1.5](#)

3.2.1.2.1. Units conducting the OCONUS fighter delivery mission will adhere to AFI 11-207, *Combat Aircraft Delivery*.

3.2.1.3. Units formalizing the forecasted OCONUS PDM delivery (see paragraph [3.2.1](#)) will do so with an initial notification of the mission to HQ AFMC/A3O two weeks prior to mission execution.

3.2.1.3.1. Use the *AFMC OCONUS Mission Itineraries* form (Attachment 2).

3.2.1.3.2. Forward the form to AFMC/A3O at [AFMC.A3O.Workflow@wpafb.af.mil](mailto:AFMC.A3O.Workflow@wpafb.af.mil) no later than seven days prior to execution of the OCONUS mission.

#### 3.3. Mission Execution.

3.3.1. The Aircraft Commander (AC) or designated representative will report takeoff and land times and mission/aircraft status to their unit CP within two hours of takeoff or landing.

3.3.2. If there will be delays in the mission, the AC will notify their unit CP at the earliest opportunity of delay reason and new estimated takeoff and/or land time and any changes to scheduled itinerary.

3.3.3. The unit CP supporting the delivery mission will adhere to reporting guidelines in paragraph [1.6](#)

3.3.4. The AFMC Command Center will flight monitor the OCONUS mission. If the AFMC Command Center has not received a takeoff or land time report within two hours of scheduled, the Command Center will query the unit using the *AFMC OCONUS Mission Itineraries* form contact information.

**NOTE:** If the OCONUS mission's status cannot be ascertained, initiate overdue aircraft procedures as outlined in AFI 13-202 *Overdue Aircraft*.

3.3.5. The AFMC ODO will keep the HQ AFMC/A3 or his designated representative informed per procedures outlined in [1.8](#)

**NOTE:** Any unit (including AFRC units) supporting the AFMC mission from any airfield without a CP presence, will forward all takeoff, landing, and status reports to the next CP in the chain of command. If the next echelon does not have a supporting CP, send the reports directly to the AFMC Command Center. If the mission starts or terminates in an austere location, contact the AFMC Command Center directly via HF/UHF/VHF phone patch. DCMA aircrews will report through their CMO (Contract Management Office) via email to: HQAFMC.Command.Center@wpafb.af.mil



## Chapter 4

### FOREIGN MILITARY SALES (FMS) DELIVERY

**4.1. General.** This chapter outlines the procedures required for HQ AFMC to monitor OCONUS missions flown by any AFMC flying unit delivering an FMS aircraft. This applies to all aircraft possessed by AFMC regardless of aircrew affiliation, to include DCMA.

#### **4.2. Mission Planning.**

4.2.1. All FMS deliveries will be accomplished in accordance with the procedures outlined in AFI 16-201 AFMC SUPP 1, *Foreign Disclosure and Technology Transfer Program* and AFMAN 16-101, *International Affairs and Security Assistance Management*.

4.2.2. All AFMC ALC Flight Test Squadrons (FLTSSs) will forecast FMS deliveries to HQ AFMC/A3O 30 days prior.

4.2.2.1. MAF type aircraft being delivered will utilized TACC. See paragraphs [1.4.1.1](#) and [1.4.1.2](#)

4.2.2.2. CAF type aircraft, usually fighters only, will utilize the ACC AOS. See paragraphs [1.5.1](#)

4.2.2.2.1. Units conducting the OCONUS fighter delivery mission will adhere to AFI 11-207, *Combat Aircraft Delivery*.

4.2.2.3. Units formalizing the forecasted OCONUS FMS delivery (see paragraph [4.2.1](#)) will do so with an initial notification of the mission to HQ AFMC/A3O two weeks prior to mission execution.

4.2.2.3.1. Use the *AFMC OCONUS Mission Itineraries* form (Attachment 2).

4.2.2.3.2. Forward the form to AFMC/A3O at [AFMC.A3O.Workflow@wpafb.af.mil](mailto:AFMC.A3O.Workflow@wpafb.af.mil) no later than seven days prior to execution of the OCONUS mission.

#### **4.3. Mission Execution.**

4.3.1. The Aircraft Commander (AC) or designated representative will report takeoff and land times and mission/aircraft status to their unit CP within two hours of takeoff or landing.

4.3.2. If there will be delays in the mission, the AC will notify their unit CP at the earliest opportunity of delay reason and new estimated takeoff and/or land time and any changes to scheduled itinerary.

4.3.3. The unit CP supporting the delivery mission will adhere to reporting guidelines in paragraph [1.6](#)

4.3.4. The AFMC Command Center will flight monitor the OCONUS mission IAW paragraph [1.7](#)

4.3.4.1. If the AFMC Command Center has not received a takeoff or land time report within two hours of scheduled, the Command Center will query the unit CP using the *AFMC OCONUS Mission Itineraries* form contact information.

**NOTE:** If the OCONUS mission's status cannot be ascertained, initiate overdue aircraft procedures as outlined in AFI 13-202 *Overdue Aircraft*.

4.3.5. The AFMC ODO will keep the HQ AFMC/A3 or his designated representative informed per procedures outlined in [1.8](#)

**NOTE:** Any unit (including AFRC units) supporting the AFMC mission from any airfield without a CP presence, will forward all takeoff, landing, and status reports to the next CP in the chain of command. If the next echelon does not have a supporting CP, send the reports directly to the AFMC Command Center. If the mission starts or terminates in an austere location, contact the AFMC Command Center directly via HF/UHF/VHF phone patch. DCMA aircrews will report through their CMO (Contract Management Office) via email to: HQAFMC.Command.Center@wpafb.af.mil

## Chapter 5

### OCONUS TEST MISSIONS

**5.1. General.** This chapter outlines the procedures required for HQ AFMC to monitor OCONUS test missions flown by any AFMC flying unit.

#### **5.2. Mission Planning.**

5.2.1. All AFMC Flight Test Squadrons (FLTSSs) will forecast OCONUS test missions to HQ AFMC/A3O 30 days prior to test execution.

5.2.2. Units will formalize their forecasted OCONUS test mission (see paragraph 5.2.1) with an initial notification of the mission to HQ AFMC/A3O two weeks prior to mission execution.

5.2.3. Use the *AFMC OCONUS Mission Itineraries* form (Attachment 2).

5.2.3.1. Forward the form to AFMC/A3O at [AFMC.A3O.Workflow@wpafb.af.mil](mailto:AFMC.A3O.Workflow@wpafb.af.mil) no later than seven days prior to execution of the OCONUS mission.

#### **5.3. Mission Execution.**

5.3.1. The Aircraft Commander (AC) or designated representative will report takeoff and land times and mission/aircraft status to their unit CP within two hours of takeoff or landing.

5.3.2. If there will be delays in the mission, the AC will notify their unit CP at the earliest opportunity of delay reason and new estimated takeoff and/or land time and any changes to scheduled itinerary.

5.3.3. The unit CP supporting the delivery mission will adhere to reporting guidelines in paragraph 1.6

5.3.4. The AFMC Command Center will flight monitor the OCONUS mission IAW paragraph 1.7

5.3.4.1. If the AFMC Command Center has not received a takeoff or land time report within two hours of scheduled, the Command Center will query the unit using the *AFMC OCONUS Mission Itineraries* form contact information.

**NOTE:** If the OCONUS mission's status cannot be ascertained, initiate overdue aircraft procedures as outlined in AFI 13-202 *Overdue Aircraft*.

5.3.5. The AFMC ODO will keep the HQ AFMC/A3 or his designated representative informed per procedures outlined in 1.8

**NOTE:** Any unit (including AFRC units) supporting the AFMC mission from any airfield without a CP presence, will forward all takeoff, landing, and status reports to the next CP in the chain of command. If the next echelon does not have a supporting CP, send the reports directly to the AFMC Command Center. If the mission starts or terminates in an austere location, contact the AFMC Command Center directly via HF/UHF/VHF phone patch. DCMA aircrews will report through their CMO (Contract Management Office) via email to: HQAFMC.Command.Center@wpafb.af.mil

WILLIAM J. THORNTON, Brigadier General, USAF  
Director of Air, Space and Information Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*

AFPD 11-2, *Aircrew Operations*

AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders*, 27 Sep 10

AFI 10-207, *Command Posts*, 04 Apr 08

AFI 10-220\_IP, *Contractor's Flight and Ground Operations*, 01 Mar 07

AFI 11-207, *Combat Aircraft Delivery*, 24 Oct 07

AFI 11-2FTV3, *Flight Test Operations Procedures*, 16 Nov 11

AFI 13-202, *Overdue Aircraft*, 11 Mar 10

AFMAN 16-101, *International Affairs and Security Assistance Management*, 15 Feb 11

AFI 11-202V1\_AFMCSUP\_I, *Aircrew Training*, 25 Jul 11

AFI 16-201\_AFMCSUP\_I, *AFMC Foreign Disclosure and Technology Transfer Program*, 13 Jan 11

AMCI 10-202V1, *AMC Command and Control Operations*, 27 Jun 11

AMCI 11-208, *Tanker/Airlift Operations*, 01 Jun 00

**Adopted Forms**

AF 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ABW**—Air Base Wing

**AC**—Aircraft Commander

**ACC**—Air Combat Command

**AFI**—Air Force Instruction

**AFMC**—Air Force Materiel Command

**AFMC/CC**—Commander, Air Force Materiel Command

**AFMC/A3**—Director of Air Space and Information Operations, Air Force Materiel Command

**AFMC/A3O**—Operations Support Division, Directorate of Air, Space and Information Operations, Air Force Materiel Command

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**ALC**—Air Logistics Center

**AMC**—Air Mobility Command  
**AMCC**—Air Mobility Control Centers  
**AOR**—Area of Responsibility  
**AOS**—Air Operations Squadron  
**CAF**—Combat Air Forces  
**C2**—Command and Control  
**CFP**—Computerized Flight Plan  
**COB**—Close of Business  
**CONUS**—Continental United States  
**CP**—Command Post  
**CW**—Close Watch  
**DCMA**—Defense Contract Management Agency  
**DV**—Distinguished Visitor  
**FLTS**—Flight Test Squadron  
**FMS**—Foreign Military Sales  
**GDSS2**—Global Decision Support System 2  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**MAF**—Mobility Air Forces  
**MOU**—Memorandum of Understanding  
**OCONUS**—Outside the Continental United States  
**ODO**—Operations Duty Officer  
**OPR**—Office of Primary Responsibility  
**PDM**—Programmed Depot Maintenance  
**PDO**—Publications Distribution Office  
**RDS**—Records Disposition Schedule  
**SAF**—Secretariat of the Air Force  
**TACC**—Tanker Airlift Control Center, Air Mobility Command  
**TACC/XOCZF**—Flight Plans Branch, Tanker Airlift Control Center, Air Mobility Command  
**TT2**—Test Tanker II

## Attachment 2

## AFMC OCONUS MISSION ITINERARIES WORKSHEET

Table A2.1. AFMC OCONUS Mission Itineraries Worksheet

		Mission Purpose			
Unit	DV	PDM Delivery	FMS Delivery	Test Mission	One-Time Flight
46 TW					
412 TW					
413 TG					
DCMA					
GDSS Mission Number:					
Call Sign(s):					
MDS/Tail Number(s):					
A/C Commander/Flight Lead:					
Mission Commander (if applicable):					
Unit POC (Name, Rank)					
Duty Hours DSN/Commercial #					
After Duty Hours DSN/Commercial #					
Unit Command Post DSN/Commercial #					
Leg	Status	ETD/ETA (Z)	Location (ICAO)	Minutes Early or Late	
1	Depart	DD/MM/YY/ xxxxZ	xxx AFB, State (KXXX)	+/-	
	Arrive				
2	Depart				
	Arrive				
3	Depart				
	Arrive				
4	Depart				
	Arrive				
5	Depart				
	Arrive				
6	Depart				
	Arrive				

**NOTE:** Never combine the DV name/title with the mission itinerary on unclassified media. For more detailed information, refer to AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders*.

## Attachment 3

## AFMC OCONUS MISSION MONITORING WORKSHEET

Table A3.1. AFMC OCONUS Mission Monitoring Worksheet

Unit	Report Purpose			Event			
	Morning	Departure	Arrival	In Place - At	From	To	Time
46 TW							
412 TW							
413 TG							
DCMA							

**NOTE:** Morning reports are due by 1200Z. Departure and Arrival reports are due within one hour for DV missions and within two hours for all other missions.

**NOTE:** Never combine the DV name/title with the mission itinerary on unclassified media. For more detailed information, refer to AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders*.



## Attachment 4

## HQ AFMC DATA CALL CHECKLIST (LANDING)

Table A4.1. HQ AFMC Data Call Checklist (Landing)

1.	Land Time in Zulu and minutes early or late from scheduled:	<b>Date</b>	<b>Time</b>	<b>ICAO</b>	<b>Early</b>	<b>Late</b>					
	Example:	24-Apr-11	2240Z	KADW	25 min						
	Actual:										
2.	Maintenance status:	<b>Code</b>									
		<b>1</b>	<b>2</b>	<b>3</b>							
3.	If less than Code 1, exactly what is wrong?										
4.	Can jet fly as scheduled without repair?	<b>Yes</b>	<b>No</b>								
a.	Are there any flight or operating restrictions due to flying with the discrepancy?	<b>Yes</b>	<b>No</b>								
b.	If Yes, what are they?										
c.	If so, do they affect the mission?										
5.	Are parts needed to fix?	<b>Yes</b>	<b>No</b>								
a.	If yes, what are they?										
b.	Are the parts on order?	<b>Yes</b>	<b>No</b>								
c.	When are they expected to arrive?										
6.	Are additional personnel needed to accomplish the repair?	<b>Yes</b>	<b>No</b>								
a.	Are additional tools/equipment needed to make the repair?	<b>Yes</b>	<b>No</b>								
b.	If so, where are they coming from?										
c.	How are they to be delivered?	<b>FedEx</b>	<b>UPS</b>	<b>Mil Air</b>	<b>Other:</b>						
7.	ETIC (Including any leak or ops checks and cure time)?	<b>Date:</b>		<b>Time:</b>							
8.	Is take off time for next leg revised?	<b>Yes</b>	<b>No</b>								
a.	. If yes, what is new time in Zulu?	<b>Date:</b>		<b>Time:</b>							
b.	Is crew duty day sufficient or is a waiver needed?	<b>Yes</b>	<b>No</b>								
9.	Is a backup airlift plan required?	<b>Yes</b>	<b>No</b>								
a.	Has CVAM (CONUS)/AOC (OCONUS) been notified of requirement?	<b>Yes</b>	<b>No</b>								
b.	What organization will work backup airlift?										
c.	Have they been notified?	<b>Yes</b>	<b>No</b>								
10.	Are there any other itinerary changes?	<b>Yes</b>	<b>No</b>								
a.	If so, what are they?										
11.	Source of above information?										

**NOTE:** Never combine the DV name/title with the mission itinerary on unclassified media. For more detailed information, refer to AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders*.